

JOINT COMMISSION ON SHARED SERVICES INITIATIVES

Minutes

May 23, 2013

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: May 23, 2013

TIME: 7:30 a.m.

LOCATION: Courthouse, Room 2550

COMMITTEE CHAIR: Dave Duax

RECORDER: Angie Harmon

Commission Members Present:

City – Dave Duax, Kerry Kincaid, Eric Larsen

County – Colleen Bates, Gregg Moore, Gerald Wilkie

School – Carol Craig, Kathryn Duax, Chris Hambuch Boyle

Staff: Russell Van Gompel, Tom McCarty, Mary Ann Hardebeck, Angie Harmon, Linda DesForge

AGENDA ITEM #1: Call to Order.

Chairman Duax called the meeting to order at 7:31 a.m.

AGENDA ITEM #2: Welcome new members to the Commission:

- Eric Larsen, City Council
- Chris Hambuch Boyle, School Board

AGENDA ITEM #3: Election of Officers: Chair Person; Vice Chair Person

ACTION: Colleen Bates nominated Dave Duax as chairman of the Commission. A motion was made by Eric Larsen to elect Dave Duax as chairman of the Commission, Chris Boyle seconded the motion. Motion carried by unanimous consent.

ACTION: Kathy Duax nominated Colleen Bates as co-chair of the Commission. A motion was made by Gregg Moore to elect Colleen Bates as co-chair of the Commission, Carol Craig seconded the motion. Motion carried by unanimous consent.

AGENDA ITEM #4: Approval of the minutes of the Joint Commission on Shared Services Initiatives meeting of April 10, 2013.

ACTION: Colleen Bates made a motion to approve the minutes as presented. Gerald Wilkie seconded the motion. Motion carried by unanimous consent.

AGENDA ITEM #5: Discussion on organizing a showing of *Heroes Behind the Badge* for members of the City Council, County Board, School Board, and other local politicians.

The members discussed organizing a showing of the movie to all City, County, and School Board elected officials. This invitation could be extended to our local state legislators and other local officials. All the members agreed, and the venue will be established and an invite will be sent out.

AGENDA ITEM #6: Discussion of issuance of the Annual Report to the City Council, County Board and School Board.

In 2012, the commission developed a work plan and revised the by-laws, but an annual report was not completed.

AGENDA ITEM #6 continued....

It was decided to update the 2011 report for 2013, and to attach any charters and the initiative dashboard as appendices. The updated report will be sent out electronically to members for review. If there is a need for a special meeting to review, one could be called prior to sending it to all council and board members.

ACTION: A motion by Eric Larsen to direct management staff to update the 2011 annual report to reflect any changes from 2012 and 2013, Colleen Bates seconded the motion. Motion carried by unanimous consent.

AGENDA ITEM #7: Discussion of collaboration between the Eau Claire Area School District, Eau Claire County, the City of Eau Claire, and the Chippewa Valley Museum regarding National History Day programs in 2014.

Dave and Kathy were volunteer judges at the 2013 event; they would like to urge other members to volunteer at the event in 2014. They thought it would be a reasonable request for a letter of appreciation to be sent to the coordinator of the event, thanking them for hosting the community event. They also suggested that the exhibits be available for viewing throughout the city, county, and school buildings for public display.

ACTION: A motion by Colleen Bates to express the support of the National History Day community event, by addressing a letter of support to the event coordinator and making it possible to view the exhibits throughout the city, county and school building. Kathy Duax seconded the motion. Motion carried by unanimous consent.

AGENDA ITEM #8: Discussion and possible action on the Draft Charter for Shared Administrative Functions.

Tom shared the draft charter for Shared Administrative Functions with the commission. The initiative timeframe will be delayed as the same team members are currently working on implementing the Health Insurance initiative. Direction to staff: Under desired outcomes, make "Increase quality and responsiveness" as the first outcome as this clearly is one of the main goals of the initiatives. Any new ideas or changes for the charter can be directed to Tom. This item will be reviewed again at the next meeting.

AGENDA ITEM #9: Discussion on the updated Initiatives Dashboard.

Tom provided an updated dashboard sheet and briefly discussed what step each initiative is working on. At a future meeting, team members on the Combined Land Records Management/GIS workgroup will provide information about the research of the project. The Joint Health Care Program initiative is working on moving forward with implementation. It was suggested to add a 2nd line below the initiative phase, to show progress on the implementation phases on the initiatives that have been completed.

AGENDA ITEM #10: Discussion and report from the three administrators on various needs.

The Commission discussed the possibility of an allocation of funds to be included in the upcoming 2014 budgets for implementation on the completed initiatives. The Commission asked that the management staff continue to communicate to them if anything is getting to be too much and they need more time to complete projects, as well as, if there are any action items that are required of the Commission.

AGENDA ITEM #11: Discussion of future agenda items.

- **Texas A & M Engineering Extension Training for Elected Officials**

Tom Hurley will be attending the next meeting to discuss the Texas A&M Training and also the Combined Land Records Management/GIS initiative.

Due to members of the Commission being unavailable for the next scheduled meeting on July 25, the next meeting of the Commission was rescheduled to August 8 at 7:30 a.m. in the North Conference Room of City Hall.

AGENDA ITEM #12: Adjournment

ACTION: Kathy Duax made a motion to adjourn the meeting. The motion was seconded by Gregg Moore and passed unanimously.

The meeting adjourned at 9:18 a.m.

FUTURE MEETING DATES:	TIME:	LOCATION:
Thursday, August 8	7:30 a.m.	North Conference Room, City Hall
Thursday, September 26	7:30 a.m.	Courthouse
November (Date TBD)	7:30 a.m.	North Conference Room, City Hall

MISSION STATEMENT

The mission of the Joint Commission on Shared Services Initiatives is to provide visionary leadership in delivery of collaborative public services. We will accomplish this by identifying opportunities and challenges, engaging the multiple constituencies, and developing strategies to support collaboration in areas of common interest among the governmental bodies.